

R 200

5 July 1962

AT [] Chief, Inspection Staff/
Inspector General

OIA Records Administration Officer

Audit of Records Management Program

AT 1. I am forwarding two copies of your revised Records Control Schedule which [] prepared following her audit of your Records Program. This schedule supersedes the previous one dated June 1956 and reflects the changes affecting your records since that time.

AT 2. A Records Control Schedule is a master plan for controlling growth of records accumulations and for keeping records moving out of high cost filing equipment and office space as soon as possible. Although your current records holding is slightly over 10 cubic feet, adherence to the schedule will keep your records at an operating minimum. During the survey [] assisted [] in transferring 11 cubic feet of inactive records to the Records Center. These may be recalled by your office whenever they are needed in conjunction with current operations. To preserve the integrity of those records they should be returned to the Records Center when the purpose for which they were withdrawn has been accomplished, unless, of course, they are incorporated in a current file, in which case, the Records Center should be advised.

3. It is our policy to audit all Records Management Programs periodically and to revise the Records Control Schedules accordingly. This, however, will not preclude any pertinent changes to your schedule that need to be made during the interim. The changes may be accomplished by submitting a request to this office with the revisions desired. You will be notified of the action taken and appropriate changes to the schedule can then be made. The Records Center will also be advised of the action taken. As the Audit Staff is now a part of the Office of the Inspector General a review of that Schedule would be appropriate at this time.

4. I am pleased to welcome [] as Area Records Officer for the Inspector General. At her convenience I would like to introduce her to the other members of my staff and to brief her on other aspects of Records Management. We feel also that a visit to the Records Center will benefit her in her duties as an Area Records Officer. She can contact us to arrange for a time convenient for these visits.

AT 5. My thanks to you and your staff for the cooperation extended to [] during the survey. She will be available for any further assistance you may desire.



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Enclosure:

2 copies Records Control Schedule

Distribution:

- Orig. and 1 - IG w/2 copies REC. Control Sched.
- 1 - RCTR w/1 copy Rec. Control Sched.
- 1/- Rec. Disp. Branch w/Orig. Schedule
- ✓ 1 - RMS File Copy

AT []
AT DDS/RAO/RS&DB/[] (5 July 1962)